

USACE FINANCE CENTER
BIWEEKLY REPORT
PERIODS ENDING 15 & 29 NOVEMBER 2002

I. CEFMS:

- a. To assist the DOD IG auditors who are auditing Corps capital personal property, we extracted personal property data from all production databases and provided the auditors a consolidated report in an Excel spreadsheet.
- b. At the request of CERM-F, we developed a script to extract real property data from production databases to provide to DOD IG auditors auditing the Corps capital real property.
- c. We are continuing our efforts to develop P2/CEFMS interface processes involving work items, purchase requests, labor burden rates, organization codes and cost data.
- d. In accordance with DFAS guidance regarding prior period adjustments, we developed specifications and implemented CEFMS changes to remove the option to process cost transfers as prior period adjustments. Now, all transfers will be processed in the current period.
- e. We released a new CEFMS data manager screen, 10.179, 'Accounts Receivable Allowance Estimate Percentages'. This screen displays the range of Accounts Receivable delinquent days and percentages assigned by HQUSACE. Data entered in this screen is used to calculate the amount of estimated allowance for doubtful accounts. The screen may be used to update changes to percentages and delinquent ranges based on policy guidance from HQUSACE.
- f. We deployed the WON EFT functionality at the Honolulu District. Korean Vendors who have foreign currency (WON) contracts can now receive direct deposit of their payments. We sent several payment files and received confirmation from ChoHung Bank that the files were accepted.
- g. We developed and fielded the Consolidated Departmental Overhead (CDO) Analysis functionality in CEFMS. This tool gives USACE activities the ability to analyze the affects of combining various departmental and G&A overhead accounts. The CDO Analysis can be used by the activities

to determine the most cost effective combinations, prior to implementing CDO. Activities already executing under CDO can also use the function to determine what their overhead rates would have been without CDO, or to forecast and analyze the affect of changes in their current CDO structure.

h. Ms. Young conducted a 90-minute training session on the CEFMS Manpower Module at the Manpower Conference at HQUSACE, on 6 November 2002. The attendees included HQUSACE Manpower Office staff, and representatives from MSCs, separate FOAs, and Districts. The training session allowed Ms. Young to explain the purpose of the Manpower Module, to provide tips and hints on its usage, and to receive feedback directly from the users. The module and training should result in more accurate monthly manpower reports, fewer phone calls from users, and increased efficiency.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	823	854
Priority #1 Problem Reports	88	88
GUI Relate	0	0

Received 191 new problem reports and completed 222 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	49	49
One	9	5
Two	1	0
Three	1	2
Four	1	1
Six	0	2
Eleven	0	1
Eighteen	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	256
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	280

DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Nov 01 - 26</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Nov 26</u>
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BY CHECK:

Checks Issued	13,452	25,484
Percent of Total	15%	15%
Dollar Amount	\$122,239,168	\$244,388,134

BY EFT:

Transfers Made	43,444	84,186
Percent of Total	85%	85%
Dollar Amount	\$907,042,458	\$1,684,757,060

IV. OTHER UFC ISSUES:

a. The IM Division has developed a web-based "Returned Invoice Tracking System" to be used by the Accounts Payable Division. The tracking system will be used to record invoices that are returned to the vendor because of incomplete or incorrect information. A limited number of technicians are granted access to input records into the system, but all Accounts Payable technicians have query access. The database was released to production on 6 November 2002.

b. The UFC UPASS password change was implemented on 14 November 2002. The UFC agreed to test a new CEEIS password change program for the Windows NT passwords on the LAN in conjunction with the UPASS change. This change will provide an automated password change for UPASS applications and the LAN at the same time.

c. The UFC Document Imaging System was transitioned from the Windows NT servers to the new Windows 2000 servers on 22-24 November 2002. This upgrade not only allows us to move to Windows 2000 but also increases our storage capacity for invoice images.

d. On 13 and 14 November, we provided initial Project Management Business Process (PMBP) training for all Millington-based employees. Employees attended a presentation of the first PMBP CD, Introduction & Tour Guide, and were given their personal copies of all PMBP CDs issued to date. Additional PMBP training will be scheduled during the next few months.

e. Sara Hales from the Resource Management Division attended the recent USACE Annual Manpower Training at HQUSACE on 4-7 November 2002. The training was well planned and organized, and the information presented will be very beneficial to our operations. Of special note were the breakout sessions on report preparation for the FORCON, POM, and IMD (including Commercial Activities Functional Codes); the session presented by Mary Young on monthly manpower reports; and the overview of the competitive outsourcing/workforce planning initiative presented by Lois Small, with some comments from Ray Navidi.

f. The USACE Finance Center submitted its FY04 Civil Automated Budget (CAB) on 7 November 2002. The submission included reports for five appropriations. Actual data for FY02 and projections for FY03 and FY04 were provided for direct civil works funds.

g. Linda Stoutenburgh attended a meeting on 9 November with CECI, CERE, CERM-F, CELO to discuss the OSD Financial Modernization Initiative for modeling the Real Property 'AS IS' and 'To Be' architecture. USACE has not been identified as a team member on the working committee at the OSD level. ACSIM is a team member representing the Army Installation requirements, but not USACE's Real Estate mission. USACE feels that they need to be represented and provide input into the modeling sessions to ensure that all the USACE Real Estate business requirements are met for Military, Civil Works, and Environmental along with those requirements that are unique to USACE as the Army's Executive Agent. OSD agreed to allow USACE to brief the contractor's and ACSIM on the Corps needs on Tuesday, November 12th. The above referenced offices worked

together to develop the presentation. Linda recommended that the HQ USACE senior leaders be made aware that this initiative could impact USACE in the future and we needed to be a full-time member of this OSD committee along with ACSIM representing the Army. This OSD initiative is moving quickly and the "As Is" modeling was already coming to a close. The "To Be" architecture modeling is beginning and then the next phase will be selecting a DoD solution. Linda was informed that Dan Duncan, PM for PMBP, did brief the Chief of Staff. The RM representative attending meetings at Army level was Rick Davis. This was the first time that the UFC had been made aware of the initiative.

h. The Accounts Receivable/Debt Management Division cleared over \$34 million in Government Non DOD billing in October. New CEFMS functionality is being released that will assist in resolving delinquent receivables and provide additional information for more accurate upward reporting.

i. The improved reoccurring payment process is now being used for the Military Recruiting Lease Program and the Military Family Housing Lease Program. Approximately 18 districts manage one or both of these programs. This change will streamline the leasing program payment process and put the certification process at the district level. Currently, eight districts have converted their obligation process to the reoccurring payment method and seven of those sites disbursed their October lease payments as reoccurring.

j. The delegation of payment certification authority to USACE activities is in process. The Reoccurring Obligation, IMPAC cards, SF 1164 and COR approvers will all require delegation of payment certification. The delegation must be accomplished by memorandum from the Commander/Director. The commander can delegate the authority to the Resource Manager, Finance and Accounting Officer or the Contracting Officer by memorandum.

k. We have entered into a new MOU with DFAS on the transfer of financial data from CEFMS to the DFAS Corporate Database (DCD) Non-Standard Area (NSA). The previous MOU required financial data to be sent for the Army Special Operation Command (SOCOM) by HECSA. The new MOU also requires all DoD Department 97 financial data. Since the Department 97 financial data is recorded on multiple USACE activities CEFMS databases, the UFC will assume responsibility to transfer all financial data to the DFAS DCD.

l. The 1st submission compilation of the FY 02 Audited Financial Statements for Civil Works was submitted to DFAS 22 November 2002 and the final submission was completed by the suspense date on 25 November 2002.

m. On 21 November, the Resource Management Division provided data to CERM-P for the first triennial update to the FY03 Integrated Command Resource Information (ICRI). We provided a detail of military workload for inclusion in the ICRI. This detail reflected the direct funds we receive for Finance Center operations and GSA/DoD recruiting leases and the reimbursable funds we receive for DoD leases.

n. On 15 November, the Resource Management Division submitted our FY03 manpower utilization plans to CERM-M. Both the civil and military plans were established at a level below our final FY03 manpower allocation. Efficiencies gained from changes in business processes and automation have allowed the Finance Center to reduce projections of FY03 manpower requirements. The Finance Center Integrated Manning Document has also been adjusted to closer alignment with our revised manpower requirements.

o. Beginning with November bills, the Finance Center will decrease support cost bills to USACE activities by about eight percent. The purpose of this adjustment is to reduce the surplus in the Finance Center's revolving fund facility account balance and bring the balance within the required nominal tolerance by the end of FY03.

p. In FY03 the Resource Management Division will continue to support HQUSACE efforts on the RFMIS NT project managed by CERM-B. Eileen Gildea from that division will participate on the Internal/External Reporting team. Most of our involvement will be by virtual meetings, with the first meeting scheduled for January 2003.